

LHS 2018-19 Academic Letter Form

2nd 9-Weeks Grading Period

This form is due on or before January 17th.

Student

Name: _____ Grade: _____

1. Attendance

**Students may have no more than 3 excused absences in a 9-weeks period.*

**Students may have NO unexcused absences*

of Excused Absences: _____ # of Unexcused Absences: _____

Assistant Principal Verifying Signature

2. Discipline

**Students may have no (0) discipline referrals.*

Assistant Principal Verifying Signature

3. Grade Point Average

**Students must have a 3.5 grade point average for 3 consecutive 9-weeks of school.*

Assistant Principal Verifying Signature

4. Community Service (or note of service done earlier in the year):

**Students must complete 10 hours of community service each of the first 3 9-weeks periods for a total of 30. Hours may be done at anytime of the year, including summer time.*

**Community service may include, but not limited to, church organizations, animal shelters, retirement homes, etc. Students should seek approval from an administrator before performing community service.*

Community Service Documentation

Date	Activity	Organization	Contact Name	Contact Phone #	Verifying Initials	# of Hours

Students are responsible for turning this form into the appropriate assistant principal at the end of **each 9-week period** of time. The assistant principal will then verify that attendance, discipline, and grade point average fall within the guidelines listed above for each grading period.

Principal Verification Approval

Signature _____